

**NATIONWIDE**  
*Arizona Air National Guard*  
**Active Guard/Reserve (AGR) Announcement**  
**JOINT FORCES HEADQUARTERS/HRO**  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4832: DSN 853-4832  
WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)

**ANNOUNCEMENT NUMBER:**  
11-464A

**OPENING DATE:**  
6-Jan-2012

**CLOSING DATE:**  
6-Feb-2012

**POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:**  
PRODUCTION RECRUITER, TSgt/E6

**APPOINTMENT FACTOR:**  
OFFICER ☐ ENLISTED ☒

**AFSC:**  
8R000

**ASVAB:**  
G: 24

**LOCATION OF POSITION:** Headquarters Air, Phoenix, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are authorized.**

**NOTE:** This position will be in the Tucson area. Must attend the first available Recruiting course offered.

**NOTE:** Member must complete the TriMetrix prior to interview.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.
- AZ Form 34-1, Arizona AGR Application Supplement
- AZNG Form 335-1-R, Military Brief
- AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement
- SF 181, Ethnicity and Race Identification
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores. Officers are NOT required to provide Armed Forces Skill Assessment Testing.
- Copy of current Fitness Test scores of 75 or higher with no exemptions. Must be within 12 months.
- Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Current within 12 months) This form can be obtained from your Wing Clinic.
- Letter of verification of Security Clearance from local Security Manager.
- If applicable: IAW ANGI 36-101, Individuals unable to complete 20 years Total Active Military Service (TAFMS) prior to reaching age 60 (enlisted) or Mandatory Separation Date (officers) and those within their first 24 months of an AGR assignment or reassignment must submit a waiver request through the HRO remote to the HRO for Waiver for Exceptional Circumstances prior to the closing date of this announcement. Waivers must justify why request is in the best interest of the unit, State, or Air National Guard.

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. Electronic applications are only accepted for those employees who are mobilized. **NO BINDERS OR BOUND DOCUMENTS PLEASE.****

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## **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers will require a waiver. Waiver authority rests with the Human Resource Officer prior to the announcement closing date.
5. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer prior to announcement closing date.
7. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
8. Individuals selected for Control Grade positions must meet requirement as stated in AZ Sup to ANGI 36-101.

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to interpret policies and procedures established by HQ USAF, NGB, and HQ AZANG including personnel management policies.
2. Knowledge of Federal, State, and Unit missions and functions.
3. Skill at communicating effectively both orally and in writing.
4. Knowledge of time management skills.
5. Ability to handle multiple taskings.
6. Ability to work unsupervised.
7. Ability to work as a team player.
8. Knowledge of sales fundamentals.

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**SPECIALIZED EXPERIENCE:** Individual must have 12 months experience that demonstrates the ability to communicate orally either in a briefing or on a one-on-one setting.

**BRIEF JOB DESCRIPTION:** Conducts recruiting program: Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for ANG enlistment or appointment. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and appointment case files on personnel enlisting or being appointed in the ANG. Inform interested persons of military obligations, officer and airman career structure, educational and training opportunities, and other military benefits, entitlements, and incentives. Develops publicity program: Plans and directs sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes copy and edits simple news stories and photographs captions. Presents ANG orientations too civic, social, educational, and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Guard. Develops community relations programs: Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund raising drives, blood donor drives, and patriotic holidays. Establishes and maintains contact with high school, college, business, and industry officials to enhance the prestige of the ANG in the community. Performs Military Entrance Processing Station (MEPS) liaison and production management duties. Ensures proper coordination between the ANG and MEPS commander and proper scheduling of Air Guard applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Guard applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units. Develop recruiting activities. Develops and maintains market data, and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Knowledge of the unit's military manning. Familiar with recruiting

computer programs. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Assists in policy development and ensures timely implementation.

**SELECTING OFFICIAL:** SMSgt Teresa V Denogean COMM: 602-267-2311

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